

DocuClass Express provides robust, affordable, easy-to-use, scalable entry-level document management that is fully upgradable.

DOCUCLASS EXPRESS

DocuClass Express is Cima Software's base-level storage and retrieval solution. It is a highly functional "all in one" system addressing most Document Management needs. It is also highly reliable, since it is based upon proven DocuClass technology.

DocuClass Express is a great first step to become paperless, gain document security and get instant access to information. It is fully integrated with MFP devices and compatible with third-party capture applications.

BENEFITS

- Reduces operating costs
- Protects information assets
- Ensures business continuity
- Increases efficiency and productivity
- Eliminates tedious, time-consuming tasks
- Reduces turnaround time
- Speeds customer response
- Eliminates document

storage space

- Automates reports and performance measurement
- Enables compliance
- Preserves investment for the future

DocuClass Express provides a single point of storage, ensures business continuity, and increases the overall efficiency and productivity of staff by eliminating the tedious, repetitive tasks associated with the manual production and handling of paperwork. It ensures that users access and edit the correct document versions, protects documents from unauthorized access, and provides a fast, reliable means to share documents and document-related information with others.

DocuClass Express eliminates the physical space needed to store documents, freeing up office space for more efficient use. It also automates reporting and provides performance metrics for increasing

employee accountability. It can further be used to satisfy compliance regulations by securing documentation and preserving it for auditing.

Main functionality includes:

- Advanced search and retrieval capabilities
- Integration with MS Office documents
- Email
- Integration with MFP devices
- Standard scanning (dedicated scanners or network pulling)
- Optional OCR, Audit, Web and MS plug-ins

FEATURES

- Enables you to store, access and organize your documents
- Drag-and-drop document import
- Integrated view, annotate and edit capabilities for all image documents (including black and white, grayscale and color multipage TIFF and PDF)
- Uses the same document structure as DocuClass (Groups, Document, Keywords, etc.)
- Provides powerful search capabilities, including any combination of index fields, document content and system information (date archived, modified by user, etc.)
- Locates documents based on text entered in sticky notes or other annotations

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DocuClass Express



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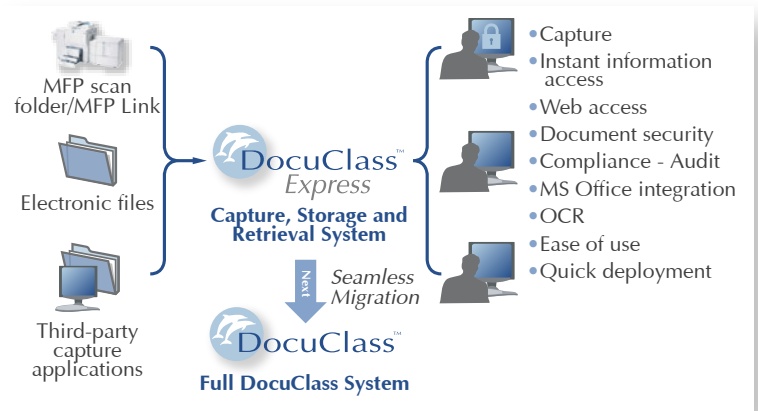
- Locates and directly emails any number of system documents, either as individual attachments or combined in a compressed (zip) file
- Offers a user-friendly and fully-customizable workspace, thereby increasing user productivity
- Provides options to apply strict security policies per user and each document type
- Controls anything each user can do within the system
- Web access
- Audit control
- OCR and searchable PDF

LICENSING

The initial licensing package includes three user licenses but can be expanded at any time. It includes one MFP Link license for interface to Ricoh MFPs. Optical Character Recognition (OCR), Web access, Auditing and the MS Office plug-in can be added separately.

FULL UPGRADE PATH

DocuClass Express is upgradable to the full version of DocuClass, which is a complete Enterprise Content Management (ECM) solution. This upgrade path provides the flexibility and scalability to support company growth, and the functionality to expand into new departments and applications.



KEY DIFFERENTIATORS

- Affordable but powerful base-level solution
- Easy to deploy and use
 - Within a matter of hours
- Seamless transition to the full DocuClass system
- Powerful security schema
 - No migration nightmare
 - No information and structure lost
 - No need for retraining
 - No loss of original investment

The complete DocuClass ECM solution streamlines internal operations by dynamically controlling and organizing the capture, management, access and distribution of documents and information within business processes. It enables companies to do more work with fewer resources or increases the efficiency of existing staff. The solution is also modular, providing an easy and affordable means of incrementally adding such functionality as:

- Workflow
- Advanced Scanning
- COLD/ERM
- E-Forms
- Advanced Indexing
- 3rd Party Application Integration
- Security

MORE INFORMATION

To learn more about DocuClass Express or the full version of DocuClass, contact your local DocuClass sales representative, visit www.docuclass.com or email info@docuclass.com.

